

**Wheatland Family and Community Support Services (WFCSS)
Regular Meeting Minutes of January 19, 2017.**

Minutes of the Meeting of the Wheatland Family & Community Support Services (Wheatland FCSS) held at Wheatland County Office, Strathmore, Alberta – January 19, 2017.

Chair: J. Pedersen, Village of Standard
Vice Chair: B. Bland, Wheatland County(regrets)
Board Members: T. Muir, Village of Hussar (regrets)
D. Burke, Village of Rockyford
G. Koester, Wheatland County

WFCSS Program Coordinator: L. Walker
Recording Secretary: C. Harder

Call to Order **PEDERSEN CALLED** the meeting to order at 6:22 pm.

Resolution 17-01-01
Approval of
Agenda **BURKE MOVED** approval of agenda. Carried.

Resolution 17-01-02
Approve Regular
Meeting Minutes **KOESTER MOVED** approval of the minutes of the Regular Meeting
November 30, 2016. Carried.

Financials

4.1 Financial Statement to November 30 and December 31, 2016.

4.2 Reconciliation Report for November 30 and December 31, 2016.

Resolution 17-01-03
Financials **BURKE MOVED** to accept Financial Statements and Reconciliations Reports
as presented. Carried.

4.3 2017 Insurance Coverage

4.4 Review Engagement

Resolution 17-01-04
Review Engagement **KOESTER MOVED** to appoint AVAIL as our CPA firm in an extended
contract for the next three years, beginning 2018. Carried.

Old Business

5.1 Online Meeting Minutes
- Meeting minutes, once adopted by Board will be made public on
WFCSS website.

5.2 Facebook Page Update
- Awaiting new logo design

5.3 2017 Funding Application Update
- Deadline at end of the month

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- Request made for Program Coordinator to acquire town vs rural number statistics for all the schools (Golden Hills School Division and Holy Cross Collegiate)

5.4 Policy Handbook Approval

- Statutory holidays will remain consistent with Alberta Labour Standards.

Resolution 17-01-05

Policy Handbook

PEDERSEN MOVED approval of 2016 Policy Handbook Update.
Carried.

Staff Reports

6.1 Program Coordinator

- Program Coordinator informed council that a copy of the report is included in the agenda information package for review. The report provided updates on the following: Program Coordinator Activities for the month; Calendar of Events; and General WFCSS activities.

Resolution 17-01-06

Staff Report

BURKE MOVED acceptance of the Staff Report as presented.
Carried.

New Business

7.1 e-Banking

- Program Coordinator to consult with financial institution regarding potential to offer online banking and e-transfer payment methods for clients.

7.2 Purchase Card

- Program Coordinator to consult with financial institution regarding potential to acquire a WFCSS branded method of payment (purchase card, credit card, debit card)

7.3 Support to Wood Buffalo (Ft. McMurray)

- After consultation with Wood Buffalo FCSS, WFCSS has been advised that previously approved monetary assistance to Fort McMurray will be best utilized this Spring / Summer.

Correspondence

- 8.1 Correspondence from J. Harty, 8 Dec 2016
- 8.2 Correspondence from J. Harty, 19 Jan 2017

Next Meeting:

February 22nd, 2017@ 6:00pm at Wheatland County

Adjournment

Resolution 17-01-07


Adjournment

BURKE MOVED to adjourn at 7:49 pm.

Carried.

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Chair



Recording Secretary